

MEMORANDUM

TO: Superintendents and Principals

FROM: Lance V Rhodes, Chief Financial Officer, Indiana Department of Education
Michelle Marshel, Deputy Commissioner, Indiana Workforce Development

DATE: May 7, 2010

SUBJECT: School Workers Status

Attached are two new forms that we hope will assist schools in their communications to Department of Workforce Development (DWD) regarding status of employees for summer break and other breaks during the school year.

#1) **School Worker Status form:** This form is a spreadsheet containing the names of every individual school corporation employee with an indication as to whether they have been given reasonable assurance or a reduction in workforce notice. Once completed and emailed to DWD, this communication will enable the department to quickly determine the individual's status of employment with the school corporation upon receipt of an unemployment claim.

How to use this form:

- I. Fill out the list for each individual employee with below fields:
 - 1). Last Name,
 - 2). First Name,
 - 3). Last 4 digits of SS#,
 - 4). Received **Reasonable Assurance**, OR
 - 5). Received **Reduction in Workforce** notice,
 - a. If RIF'd, then date of last day worked
2. Email completed list to DWD at: SchoolWorkerStatus@dwd.in.gov

#2) **Teacher Reasonable Assurance form:** This form will serve as a tool schools can use when granting reasonable assurance or giving reduction in workforce notices to individuals. This form will enable DWD to quickly determine whether the individual has received reasonable assurance or not.

How to use this form:

- I. Fill out form for each individual employed with school and have them sign.

2. Keep for school corporation internal records (and give copy to individual if you choose).

If individual files for unemployment and should not be eligible, then, send copy of this form to DWD as part of employer protest to unemployment claim.

If you have questions please contact:

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